

SPECIAL ASSESSMENT COORDINATOR

PURPOSE: Perform responsible support work in the preparation of assessment rolls, special assessment records and calculation of special assessments.

FUNCTIONAL AREAS:

1. Prepare assessment rolls, special assessment records, and special assessment charges.
 - * A. Maintain and update records and indexes regarding property ownership and mailing addresses for special assessments.
 - * B. Determine from project description and real estate file if property is subject to assessment.
 - * C. Determine if change of ownership has taken place according to real estate files.
 - * D. Inspect properties to be assessed.
 - * E. Collaborate with other departments to verify whether or not a site is buildable, has wetland impacts, or other influences that affect the ability to place an assessment against the property.
 - * F. Determine assessment allocation of costs to each property.
 - * G. Calculate special assessment fees for billing.
 - * H. Prepare assessment roll for billing.
 - * I. Initiate roll corrections as necessary to adjust value and change assessments.
 - * J. Assist public with identifying parcel numbers and location of parcels.
 - * K. Verify addresses and note any discrepancies in chain of title or percentages held by owners.
 - * L. Respond to inquiries and complaints from property owners, title companies, attorneys, realtors, and others to clarify and explain assessment process and information.
 - * M. Prepare special assessment calculations and schedules which spread costs for various types of work including public works improvement projects and fee delinquencies.
 - * N. Prepare payment records which record actual payment, interest, and other charges.
 - * O. Provide interested parties with information regarding assessment procedures and calculations.
 - P. Perform related tasks as assigned.
2. Provide staff assistance to the Special Assessments Board.
 - * A. Compile information and prepare staff reports including recommendations.
 - * B. Attend and prepare information for public meetings, and notify appropriate parties.
 - * C. Research and respond to inquiries.
 - * D. Maintain accurate paper and computer files.
 - * E. Prepare and present information in oral and/or graphic forms as required.
 - * F. Conduct site investigations of assessed property.

3. Perform work to verify that street and utility petitions are submitted as required by City Charter.
 - * A. Verify ownership and scope of petition.
 - * B. Ascertain that petitions are signed correctly and correspond to recorded ownership.
 - * C. Notify property owners, title companies, attorneys, relators, and others to clarify legal ownership of property and verify authority to sign documents.
4. Process and calculate service charges for Special Service District.
 - * A. Verify that classification changes have been made to real estate records as it may impact the ability to charge the special service district fee.
 - * B. Calculate and adjust individual records so as not to exceed the maximum charge as set by resolution for a Special Service District.
 - * C. Process charges and add to the City Treasurer's file for certification to the County for payment with property tax.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE REQUIREMENTS:

- † A. Two (2) years of education and/or experience which demonstrates a proficiency in the knowledge, skills, and abilities listed below. Examples of acceptable education might include accounting or business administration; acceptable experience might include real estate appraisal, or office work involving property assessment and billing.

KNOWLEDGE REQUIREMENTS:

- † A. General knowledge of terminology, concepts, methods and procedures used in assessment/appraisal of property.
- † B. Knowledge of billing procedures.
- † C. Knowledge of office methods and procedures.

SKILL REQUIREMENTS:

- † A. Skill in communicating logically, persuasively and accurately in oral and written forms.
- † B. Skill in basic mathematical computations, including computing areas and fees for assessment of property.
- † C. Skill in reading and interpreting legal descriptions.
- † D. Skill in maintaining records and files, both paper and electronic.

ABILITY REQUIREMENTS:

- † A. Ability to establish and maintain effective working relationships with supervisors, peers, and the general public.
- † B. Ability to communicate both one-to-one and before groups for the purpose of obtaining or providing information.
- † C. Ability to use a financial calculator, personal computer and associated software including word processing, database, and spreadsheet.
- † D. Ability to work independently and to complete assignments.
- E. Ability to perform research, prepare reports, and maintain records.
- † F. Ability to transport oneself to, from, and around property sites within the City of Duluth.
- † G. Ability to attend work on a regularly scheduled basis.
- † H. Ability to transport, usually by lifting and carrying, materials weighing up to 25 pounds per load for presentations.

* Essential functions of the classification.

† Minimum requirements of the classification necessary on the first day of employment.

Anlst: KG	Date:20060109
Union: Basic	Pay: 129
CSB: 20060207	Class: 3219
CC: 20060328	Res: 06-0207R